

DEPARTMENT OF THE ARMY
U.S. ARMY ENGINEER DIVISION, GREAT LAKES AND OHIO RIVER
CORPS OF ENGINEERS
P.O. BOX 1159

CELRD-OR-HR

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Pamphlet
No. 690-1-7

20 March 1998

Civilian Personnel
PAID AND COMPENSATORY OVERTIME AND HOLIDAY SERVICE

Local supplements to this pamphlet are permitted for individual commander's policies and procedures. One copy of supplements will be furnished to Commander, U.S. Army Engineer Division, Great Lakes and Ohio River, ATTN: CELRD-OR-HR, P.O. Box 1159, Cincinnati, OH 45201-1159.

1. Purpose. To communicate policy and procedures for the use and documentation of paid overtime, compensatory overtime and holiday service.
2. Applicability. This pamphlet is applicable to all functions and activities of the Great Lakes and Ohio River Division. Its provisions do not apply to Senior Executive Service employees.
3. References:
 - a. Title 5, U.S.C., Chapter 55, Pay Administration, Subchapter 5, Premium Pay
 - b. 5 C.F.R., Parts 410, 532, 550 and 551
 - c. AR 570-4, Manpower Management
 - d. AR 690-900-2, Book 550
 - e. ER 690-1-600, Leave and Hours of Duty
 - f. ER 690-1-321, Staffing for Civilian Support to Emergency Operations
 - g. U.S. Army Corps of Engineers Function Guide

*This pamphlet supersedes CEORDP 690-1-7, 6 December 1996.
This pamphlet expires on 19 March 2001.

4. Overtime Policy. Commanders and other managers are responsible for the control and management of overtime, to include determining that the proposed work must be done and that overtime is the best available option for accomplishing the work. Overtime usage will be kept to the minimum required to meet mission essential situations as described in paragraph a. below or where the cost advantage to the government has the net effect of decreasing expenditures.

a. Examples of mission essential workload include, but are not limited to:

(1) Supporting combat operations. This includes readiness and deployment exercises that require civilian support.

(2) Meeting emergencies. This includes natural disasters (flood, earthquakes, and so forth).

(3) Preserving human life. This includes medical and rescue services.

(4) Meeting suspense work. This includes projects with a firm suspense or work that has a completion date dictated by law. Examples are preparation and finalization of budgets, congressional testimony, and reports.

(5) Correcting a disruption of an automatic data processing/management information system, utilities, or critical command and control communications. Disruptions could compromise national security or have a significant, adverse effect on the work force.

(6) Accomplishing workload when higher headquarters has reduced personnel allocations. This affords commanders the means of coping with workloads during employee turbulence (that is, while planning and acting to absorb reductions on a permanent basis.)

(7) Peak workloads. Accomplishing peak workloads that are predictable and seasonal but truly temporary.

b. Prior to approving overtime requests regular 40 hours tours will be reviewed to determine whether overtime can be avoided by rescheduling the tour of duty of any or all employees involved. Attempts should be made to obtain the necessary service through reassignment or detail of personnel or by temporary appointment or increasing part time hours. Alternatives to be considered prior to approving overtime are as follows:

(1) Rescheduling or deferring work of lesser priority.

(2) Borrowing labor from another work center.

(3) Transferring work to another work center.

(4) Implementing productivity enhancing initiatives.

(5) Permitting the use of compensatory time for irregularly scheduled overtime when employees eligible for compensatory time request such time as an alternative to paid overtime.

c. Efficient uses of overtime include the following:

(1) Maintenance work to prevent equipment breakdown and building deterioration.

(2) Repair of machinery and equipment in order to allow normal operations to continue.

(3) Use of overtime where the normal workload is at low levels and only surge workload requirements require extra manpower.

(4) Meeting workload requirements when certain skills are not readily available in some job markets.

(5) For additional workloads related to contract supervision in order to preclude a financial penalty to the U.S. Government or DoD.

5. Overtime and Leave Administration. Annual leave will not normally be scheduled or approved for use during a pay period in which overtime work is required. This does not mean that an employee is precluded from using annual leave and working overtime in the same pay period. Managers may request/order overtime, as applicable, in emergency situations during the same pay period in which leave has already been taken. Likewise, annual leave may be granted during the same pay period in which overtime has been worked if the emergency situation that necessitated the overtime work has expired.

6. Compensatory Overtime.

(a) Approval and Use: The policy on use of and procedures for ordering and approving are the same for compensatory overtime as for paid overtime. Compensatory time off in lieu of paid overtime will be used to the maximum extent consistent with regulatory requirement. Compensatory time is available to both General Schedule and Wage system employees.

(b) Time Limit on Use of Compensatory Time Under FLSA. Supervisors are responsible for insuring that compensatory time off is taken as promptly as practicable, but in any event, prior to the end of the twenty-sixth pay period following that in which the compensatory time was worked in order to prevent automatic conversion to paid overtime. If the compensatory time off has not been used within this time period, non-exempt employees must be paid for overtime work at the overtime rate in effect for the work period in which it was earned. Supervisors should ensure that unliquidated compensatory time is used before approving annual leave unless by so doing the employee would be compelled to forfeit annual leave.

7. Adjustment of Work Schedules for Religious Observances. Under the provisions of the Federal Employees Flexible and Compressed Work Schedules Act of 1978, employees may earn compensatory time for religious observances. An employee whose personal religious beliefs require the abstention from work during certain periods of time may elect to engage in overtime work for lost time in meeting those religious requirements. Any employee who elects overtime work for such religious reasons shall be granted equal compensatory time off from his/her scheduled tour of duty (in lieu of overtime pay). The compensatory overtime may be worked either before or after the period of time off.

8. Holiday Pay.

a. Except for WG employees appointed for 90 days or less, GS and prevailing rate WG employees who have a regular tour of duty receive regular pay for holidays on which they are not required to work.

b. An employee who performs work on a holiday is entitled to pay at his or her rate of basic pay plus premium pay at a rate equal to his or her rate of basic pay for holiday work that is not in excess of eight hours.

c. An employee is entitled to pay for overtime work on a holiday at the same rate as for overtime work on other days.

d. An employee who is assigned to duty on a holiday is entitled to pay for at least two hours of holiday work.

9. Authority for Approving Overtime Work.

The authority to order and approve overtime is delegated to district commanders. Commanders may designate other officials who report directly to them or who supervise activities at area or project offices to act for them in ordering and approving overtime. Commanders may authorize further delegation of overtime approval authority to branch chiefs. In instances where overtime exceeds 20% of base pay, it is mandatory that the circumstances be reviewed by a second level of supervision and, if necessary, the overtime approval authority be removed in the event of waste, fraud or suspected abuse. The delegation of overtime ordering and approval authority for an employee whose cumulative overtime usage exceeds 250 hours in the year must allow for the commander's awareness of the general circumstances and forecasted situations involved.

10. Documentation of Overtime, Compensatory Time and Holiday Work.

a. All overtime work, both paid and compensatory, and all holiday work must be approved on DA Form 5172-R. Specific justification statements will be required on DA Form 5172-R and overtime will be approved prior to being worked. In exceptional emergency

situations such as those which follow, prior approval may not be possible and supervisors may order overtime and have it approved after the fact (using DA Form 5172-R):

- (1) Immediate situations involving the preservation of health, welfare and safety of personnel.
- (2) Protection of government property (including emergency repair and maintenance).
- (3) Natural disasters (such as flooding, fire or other similar situation).

b. All requests for overtime will describe what alternatives to overtime were considered and why overtime would be economically advantageous to the government or would satisfy mission essential needs. Supervisors requesting overtime work will provide written justification to the responsible office whenever the work exceeds or is significantly less than the hours on the overtime request. DA Form 5172-R will be maintained for the current year plus one year and audits will be conducted to ensure overtime is properly justified and authorized.

11. Control of Overtime, Compensatory Time and Holiday Work. Commanders will establish a written procedure for requesting and approving overtime. Requirements for periodic audits and other controls that ensure that overtime reported is actually worked will be included. Commanders will periodically review high overtime usage situations and determine if other alternatives are practical and evaluate the overall sufficiency of approved justifications.

FOR THE COMMANDER:

3 Appendices
APP A--Overtime/Compensatory
Time Entitlements
APP B--Overtime for Training
APP C--Overtime for Travel

/S/
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